Changing ones Default ACCS in the CPCS

To change ones FY 2004 Commerce Purchase Card System Default
Project Code, the process is as follows:

1. Log into the CPCS as usual.

2. At the first screen that opens after logging in, click on the
cardholder dropdown menu.

3. Instead of selecting "Log Orders" or "Reconcile Transactions" as you
normally do, select "Add/Modify ACCS" which will open the Add/Modify
ACCS Screen - BC627.

4. Double click in the "Accounting Classification Code" Field of the
line which is identified as Fiscal Year 2004 which will open the
Accounting Classification Code Structure Screen - DBA0094.

5. Delete whatever is in the Project and Task Code Fields by double
clicking the ACCS line and enter the new ACCS and click the save icon
which looks like a floppy disk.

6. Click on the close icon that looks like an open door, which will
take you back to the Add/Modify ACCS Screen - BC627.

7. Make sure the new Project/Task is shown and then click the save icon
which looks like a floppy disk.

8. Click on the close icon which looks like an open door and you will be
finished.